

Bring this form with you to tutor training

READ/San Diego
San Diego Public Library
Adult Literacy Program
Phone: (619) 527-5475
FAX: (619) 527-5485
E-MAIL: readstaff@sandiego.gov

FOR OFFICE USE ONLY	
Site	_____
Date	_____
I	II III IV V VI

VOLUNTEER APPLICATION

DATE _____

NAME _____

ADDRESS _____

Street

Apartment Number

City

State

Zip Code

HOME PHONE _____ **HOURS** _____

WORK PHONE _____ **HOURS** _____

FAX _____ **E-MAIL** _____

Name and phone number of someone who will always know how to reach you:

Name _____ Phone _____

HOW DID YOU HEAR ABOUT READ/SAN DIEGO? (Check all that apply):

- ___ Another READ/San Diego Volunteer (Name _____)
- ___ Church or Community Organization (Which One? _____)
- ___ Co-Worker or Employer (Name _____)
- ___ Family Member or Friends (Name _____)
- ___ Government or Social Service Agency (Which One? _____)
- ___ Internet/San Diego Public Library's Home Page
- ___ Library (Which One? _____)
- ___ Newspaper/Magazine (Which One? _____)
- ___ Other (Source _____)
- ___ Radio/TV Ads (What Station? _____)

The Following information will enable us to make more efficient matches of volunteer tutors and adult learners. Thank you for supplying this information; it will be kept confidential. Only your learner will know this information. You have the right not to provide this information; however, supplying this information makes the matching process easier and more effective

GENDER: Male Female

BIRTHDATE: _____

Month Day Year or **AGE RANGE**

REALIZING THAT SMOKING IS NOT ALLOWED IN ANY READ/SAN DIEGO FACILITY:

DO YOU SMOKE? (Circle) Yes No

WOULD YOU BE WILLING TO TUTOR

A LEARNER WHO SMOKES? (Circle) Yes No

WHICH ETHNIC/RACIAL GROUP DO YOU CONSIDER YOURSELF TO BE?

___ African American ___ Am. Indian/Alaska Native ___ Asian American ___ Caucasian
___ Hispanic/Latino ___ Pacific Islander ___ Other (Specify _____)

___	16-19
___	20-29
___	30-39
___	40-49
___	50-59
___	60-69
___	70-79
___	80+

VOLUNTEER APPLICATION - READ/San Diego

EDUCATIONAL BACKGROUND (Circle highest level completed)

GED/H.S. Diploma Voc./Tech. School A.A. B.A./B.S. M.A./M.S. Ph.D.
M.D. J.D.

From which school or university did you graduate? _____

Other special skills? _____

EMPLOYMENT INFORMATION (Please circle all that apply)

Full-Time Part-Time Self-Employed Unemployed Disability Retired
Public Assistance Temporary Position

OCCUPATION/JOB TITLE _____

CURRENT EMPLOYER _____

ADDRESS _____

Street/City

Zip Code

Please list businesses or community groups who would be interested in our services.

Name of Business or Organization	Contact Person

LANGUAGES

What is your native language? _____

Native ability (Please circle): Read Speak Write Fluent

Can you read, speak or write other languages? Yes No

Which language(s)? _____

Other language ability (Please circle): Read Speak Write Fluent

BACKGROUND INFORMATION

Are you a court referred community service volunteer? Yes No

If yes, please list the offense and number of hours required. _____

VOLUNTEER APPLICATION - READ/San Diego

Please write one to two paragraphs on why you decided to volunteer for READ/San Diego.

[illegible]

VOLUNTEER APPLICATION - READ/San Diego
NAME: _____

MATCHING INFORMATION

Please attach additional sheets if you wish to elaborate on any of the following questions.

Do you have any plans which will interfere with matching you with an adult learner within the first two months after training? Yes No

If “yes,” when are you available to start?

Can you make a six-month to one year commitment? (Mandatory minimum time for volunteer service is six months.) Yes No

If “no,” why not? _____

WHEN ARE YOU AVAILABLE FOR TUTORING?

Please fill in hours of availability in the following grid:

	MORNING	AFTERNOON	EVENING
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

DUE TO THE LARGE NUMBER OF LEARNERS IN THE CENTRAL AREA, WOULD YOU BE WILLING TO TUTOR AT READ/SAN DIEGO? (5148 Market Street, approximately 5 miles east of Downtown San Diego, just off the Martin Luther King, Jr. Freeway [Highway 94 East.])
(Please Circle): **Yes** **No**

What are the four branch libraries and/or learning centers closest to your home or work site? (See tutor training handbook.)

1. _____
2. _____
3. _____
4. _____

Are there any special circumstances that you would like us to consider when matching you with an adult learner?

NAME: _____

**FLEXIBILITY IS EXTREMELY IMPORTANT IN THE MATCHING PROCESS.
WOULD YOU BE WILLING TO COMMUTE TO OTHER AREAS IN THE CITY
OF SAN DIEGO?**

(Please circle): Yes No If no, why not _____

Mode of Transportation: Car Public Transit None

STUDENT PREFERENCES

Age Group: _____ It Doesn't Matter

Ethnicity: _____ It Doesn't Matter

Gender:

____ Male Learner ____ Female Learner ____ It Doesn't Matter

Program:

____ Literacy Learner (levels 0-8) ____ Family Literacy Learner (levels 0-8)

____ ESL Learner ____ ESL small group (2-3) ____ ESL large group (4-5)

Personal Preferences: _____

I am open to tutoring (check all that apply):

____ 1:1 at a branch library

____ 1:1 at a learning center. Which Ones? (Circle)

READ/San Diego [M-F] Old Town [M & W am/afternoon]

Clairemont [M & Th pm] Rancho Peñasquitos [T & Th pm]

Hillcrest [M-F] St. Vincent De Paul Village [M-F]

____ an institutionalized learner: recovery, work furlough, homeless shelters

____ a special learner at a human service agency, i.e., teen pregnancy, women's center etc.

____ exclusively mathematics (I have special skills and/or background in math.)

____ a learner who is preparing for the GED high school equivalency diploma

____ a learner who is developmentally disabled

____ a learner, literacy or ESL, who is preparing to become a U.S. citizen

____ any of the above (It doesn't matter . . . wherever I'm needed)

VOLUNTEER APPLICATION - READ/San Diego
NAME: _____

What are your hobbies and interests?

Have you tutored or taught adult learners before? Yes No
If “yes,” please explain:

What experiences have you had that might enhance tutoring?

Are you a member of any community group or service club? Yes No
If “yes,” which one(s)?

Please list previous or other current volunteer experiences:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

I am also interested in the following READ/San Diego volunteer opportunities
(check all that apply):

Training programs are available in all of the below areas (see job descriptions in handbook):

- ____ Assessment Counselor
- ____ Learning Center Manager
- ____ Office Assistant
- ____ Computer Lab Facilitator
- ____ Program Assistant
- ____ Data Entry Assistant
- ____ Library Materials Processor
- ____ Families for Literacy Program Assistant

____ **Check here if you have decided not to tutor but prefer to assist
READ/San Diego and the literacy effort in another way.
I would like to serve as: _____.**

Thank you. The Staff of READ/San Diego